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CONSTITUTION AND BY-LAWS

OF THE

SAINT LOUIS

Mercantile Library Association.

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ORIGINALLY ADOPTED, 1846.

AS REVISED, 1890.



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ST. LOUIS:
PRINTED FOR THE ASSOCIATION
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1890.

TRUSTEES.

JAMES E. YEATMÁN.

R. M. SCRUGGS.

ALFRED CARR.

CHARLES MILLER.

J. B. S. LEMOINE.

**LIBRARY
SCHOOL**

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1840
H. H. H.
S. H. H.

AN ACT

TO INCORPORATE THE ST. LOUIS MERCANTILE LIBRARY ASSOCIATION.

WHEREAS, An Association has heretofore been formed in the City of St. Louis called the "St. Louis Mercantile Library Association;" the object of which is the establishment of a Library and Reading Room; the collection of a scientific cabinet and apparatus, and of works of art, and for other literary and scientific purposes: now, therefore, in order to encourage and promote the above declared objects of said association,

Be it enacted by the General Assembly of the State of Missouri as follows:

SECTION 1. James E. Yeatman, Alfred Vinton, Robert M. Renick, Seth A. Ranlett, Robert W. Ayres, Wm. M. Morrison, John H. Simpson, Richard D. Van Nostrand, Charles Enness, John Keyes, John Elliot, Jr., and John Halsall, of the City of St. Louis, and their associates and successors forever, are hereby declared and created a body corporate, by the name and style of the "St. Louis Mercantile Library Association;" and by that name shall have perpetual succession; shall be capable, in law, to contract and be contracted with, sue and be sued, implead and be impleaded, within all courts of competent jurisdiction; may receive, acquire and hold real and personal property and effects, suitable to the carrying out of objects of the association; may have a common seal, and alter the same at their pleasure; may make such constitution, regulations and by-laws as may be requisite for its government, and for carrying out the objects of the association, and not contrary to the laws of the land, and may alter the same at their pleasure.

SEC. 2. The constitution and by-laws of said association, now in operation, shall govern the corporation hereby created until regularly altered or repealed by the association, and the present officers of said association shall be officers of the corporation hereby created until their respective terms of office shall regularly expire or be vacated.

This act shall be a public act, and shall be in force from its passage.

Approved February 16, 1847.

OFFICE OF SECRETARY OF STATE.

I, Falkland H. Martin, Secretary of State of the State of Missouri, do certify that the foregoing is a true copy of an act of the General Assembly of the State of Missouri, entitled, "An act to Incorporate the St. Louis Mercantile Library Association," approved February 16, 1847.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed the seal of said office. Done at the City of Jefferson this twenty-third day of October, in the year of our Lord one thousand eight hundred and forty-seven.

FALKLAND H. MARTIN,
Secretary of State.

M533899

AN ACT

TO AMEND AN ACT ENTITLED "AN ACT TO INCORPORATE
THE ST. LOUIS MERCANTILE LIBRARY ASSOCIATION," AP-
PROVED FEBRUARY 16, 1847.

Be it enacted by the General Assembly of the State of Missouri as follows:

SECTION 1. The charter of said corporation is hereby amended by adding thereto the following provisions: The real estate belonging to said corporation shall be managed and controlled, except as hereinafter mentioned, by a board of five trustees, members of said corporation, who shall be elected at an annual meeting, or any meeting specially called for that purpose. Those only are eligible to be elected to said board of trustees who have been, and who have ceased to be, president or vice-president of said corporation, and at the time of their election are residents of the county of St. Louis, and said trustees shall not then, nor during their term of office, be members of the board of directors of said corporation. No conveyance in fee, mortgage, or deed of trust in the nature of a mortgage, nor lease for a longer period than ten years, shall be made of any real estate belonging to said corporation, unless the same shall be ordered to be made by the board of direction, three-fourths of the whole number of the members composing said board voting therefor, nor unless the same shall also be concurred in by at least four of said board of trustees: when it shall be the duty of the members composing said board of trustees to execute such conveyance, lease, mortgage, or deed of trust, and affix the seal of said corporation thereto: *provided, however,* that the said board of direction, as to all leases of any real estate for a period of less than ten years, shall use and enjoy the same powers that they possessed before the passage of this act. The said trustees shall severally hold their offices while they reside in the county of St. Louis, and any vacancy caused by death, resignation, removal from the county of St. Louis, incapacity to serve as such trustee, shall be filled by the remaining trustees. A copy of the minutes of said board of direction of any such order, certified by the secretary of said corporation to be a true copy of such order, and annexed to the deed, shall be evidence of the action of said board. The first election of said board of trustees shall be made at the annual meeting of said corporation at, or next after, the acceptance of this amendment by said corporation, or at any meeting called for the purpose of seeing whether said corporation will accept this act.

SECTION 2. This act shall take effect from and after its passage.

Approved March 28, 1874.

OFFICE OF SECRETARY OF STATE,)
CITY OF JEFFERSON, MO.)

I, Eugene F. Weigel, Secretary of State of the State of Missouri, do hereby certify that the annexed pages contain a true, complete and full copy of an act of the General Assembly of the State of Missouri, entitled "An Act to Amend an Act Entitled, 'An Act to Incorporate the St. Louis Mercantile Library Association,' Approved February 16, 1847," Approved March 28, 1874, as appears by comparing the same with the original roll of said act, now on file as the law directs, in this office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal. Done at office this seventh day of August, A. D. [SEAL.] eighteen hundred and seventy-four

EUGENE F. WEIGEL,
Secretary of State.

CONSTITUTION.

WE, the subscribers, principally engaged in mercantile pursuits in the City of St. Louis — desirous of securing the most efficient means for facilitating mutual intercourse; extending our information upon mercantile and other subjects of general utility; promoting a spirit of useful inquiry, and qualifying ourselves to discharge properly the duties of our profession, and the social offices of life — have associated for the purpose of collecting a library and cabinet, establishing a reading room, and organizing a system of instruction, by lectures, classes and such other means of mutual improvement, as may be found advantageous, and have, for our organization and government, adopted this constitution,

CHAPTER I.

OF MEMBERS.

ARTICLE 1. This association shall be known by the name of the “ST. LOUIS MERCANTILE LIBRARY ASSOCIATION.”

ART. 2. This association shall be composed of persons engaged in mercantile pursuits, and of such other persons as may be elected honorary members by the board of direction or as shall become members as is hereinafter provided.

ART. 3. Any person, engaged in mercantile pursuits, may, upon the approval of the board of direction, become a member of this association on the following terms: Subscribing the constitution; and if a clerk, paying an initiation fee of two dollars, and the farther sum of three dollars, per annum, in advance; and if in business on his own account, paying an initiation fee of five dollars, and the farther sum of five dollars, per annum, in advance.

ART. 4. Persons may be elected honorary members

by the board of direction and such persons shall be entitled to all the privileges of regular membership — excepting the right to vote and hold office.

ART. 5. Persons not engaged in mercantile pursuits may, upon the approval of the board of direction and the annual payment in advance of five dollars, become beneficiary members, entitled to the same privileges as honorary members.

ART. 6. Any person paying fifty dollars at any one time may, if approved by the board of direction, become a life member, and if engaged in mercantile pursuits, shall enjoy the full privileges of membership.

ART. 7. A perpetual membership is hereby created, the price of which shall be one hundred dollars, negotiable and transferable to such party as may have been approved by the board of direction, which membership shall perpetually entitle the owner to all the privileges of regular or beneficiary membership, subject, however, to all the restrictions and qualifications provided for in Articles 3 and 5 of the constitution.

ART. 8. Members shall be subject to the rules and regulations adopted for the management of the library and reading room, and for the protection of the property of the association; and if any member shall violate the aforementioned rules and regulations, or shall for three months neglect or refuse to pay his dues, the board of direction shall have power, by a two-thirds vote, to expel such member.

ART. 9. There shall be an annual meeting of the members of this association on the second Tuesday in January, for the purpose of receiving the reports of the treasurer and board of direction, and for the transaction of such other business as may be presented.

ART. 10. The president at the request of the board

of direction, or at the written request of twenty-five members, stating the reasons therefor, shall call a meeting of the association for the transaction of special business, giving three days' notice thereof.

CHAPTER II.

OF OFFICERS.

ARTICLE 1. The officers of this association shall be a president, vice-president, corresponding secretary, recording secretary, treasurer and seven directors—no member to hold the office of president or vice-president more than two successive years. On the third Tuesday of January, 1863, a full board of officers shall be chosen, as hereinafter provided, who, at their first regular meeting, shall proceed to divide themselves by lot, into two classes, consisting each of six members; one of which, constituting the first class, shall serve one year, and the other, constituting the second class, shall serve two years; and at each succeeding annual election, six members only shall be elected, to serve two years, to fill the places of those whose terms shall then expire; and no member of this association shall be eligible to a seat in the board of direction unless he shall have been a member for at least twelve months previous to the election.

ART. 2. The president shall preside at the meetings of the association and of the board of direction, and preserve order therein, and shall have a vote on all questions as other directors. He shall have supervision over the affairs of the library subject to the board of direction.

ART. 3. The vice-president, in the absence of the president, shall perform the duties of that officer.

ART. 4. The corresponding¹¹ secretary shall conduct

the correspondence of the association under the superintendence of the board of direction.

ART. 5. The recording secretary shall keep an accurate record of the transactions of the association, and of the board of direction.

ART. 6. The treasurer shall deposit all moneys paid over to him by the association in such depository as the board of direction may designate, and shall pay all drafts on him when signed by the recording secretary and countersigned by the president, and keep a regular account of the financial concerns of the association; an abstract of which, accompanied by satisfactory vouchers, he shall exhibit at each annual meeting.

ART. 7. The president, vice-president, secretaries, treasurer, and directors shall constitute a board of direction, with full power to enact by-laws, appropriate funds, manage the property, and conduct the affairs of the association; *provided, however*, that no appropriation of more than two thousand dollars, for any one object (except ordinary current expenses), shall be made without the assent of the association. The board shall meet at least once in each month for the transaction of business and, at the annual meeting, report its proceedings for the last year and the state of the association.

ART. 8. In case of grave misconduct, the board of direction shall have power, by a vote of two-thirds of its members, to expel a member of the board. When any member of the board of direction shall absent himself without adequate cause or excuse from three consecutive meetings, his place as a member of the board of direction shall be declared vacant.

ART. 9. A permanent removal from the city and county of St. Louis disqualifies an officer from exercising his office, and is equivalent to^a a tender of resignation on his part.

ART. 10. In case any vacancies may occur in the board of direction, the board shall have power to fill the same.

ART. 11. There shall be an election for officers of this association on the Tuesday succeeding the annual meeting. The polls to be opened at 9 o'clock, a. m., and closed at 3 o'clock, p. m., and no member shall be entitled to vote who is in arrears for dues, and no member of this association shall be entitled to vote at any election for officers, unless he shall have been a member at least three months previous to said election; and all elections shall be by ballot, except when otherwise ordered.

ART. 12. One week previous to each election for officers of the association, the board shall give public notice thereof and shall also appoint inspectors to superintend said election; and if a failure to elect a board of direction or any part thereof shall occur, said inspectors shall order a new election, to be held in one week thereafter, to fill such vacancy.

ART. 13. The board of direction shall enter upon the performance of its duties on the Tuesday next succeeding its election.

CHAPTER III.

OF THE LIBRARY AND READING ROOM.

ARTICLE 1. The board of direction shall adopt rules and regulations for the management of the library and reading room, and for the protection and preservation of the property of the association.

ART. 2. It shall be the duty of the board to appoint a librarian, and to require of him sufficient sureties for the faithful discharge of his duties, in a sum to be deter-

mined by the board. The board shall also appoint such other employes as may be deemed necessary.

ART. 3. A committee shall be appointed by the board of direction to examine the books and other property of the association, and report thereon at least one month previous to each annual meeting.

CHAPTER IV.

OF LECTURES AND CLASSES.

ART. 1. When the funds of the association shall warrant such expenditure, and when suitable accommodations can be provided therefor, the board of direction may make provision for an organized system of instruction, by means of lectures, classes, and such other means of mutual improvement as may be deemed advantageous.

CHAPTER V.

OF AMENDMENTS.

ARTICLE 1. There shall be no alteration in this constitution, unless the same shall have been proposed, in writing, to the board of direction, at least one month previous to an annual meeting of the association. It shall then be the duty of the board of direction to deliberate upon the proposal, and if it meet the approval of two-thirds of their body, they must bring it up before the next annual meeting of the association, and if it there receives the approval of two-thirds of the members of the association then present, it shall be adopted.

BY-LAWS.

ARTICLE I.

BOARD OF DIRECTION.

SECTION 1. The stated meetings of the board shall be at the rooms of the association on the third Tuesday of every month at such hour as the board may from time to time direct, except in the month of January when the meeting will be held on the first Tuesday.

SEC. 2. The president may call special meetings at any time; and any three members, if they desire, may also have a special meeting convened through the president. A majority of all the members elect shall constitute a quorum, but three members present at any meeting may adjourn to a subsequent day.

SEC. 3. On taking the chair, the president shall call the board to order, and the secretary shall call over the list of members alphabetically, noting the absentees; when he shall read the minutes of the last meeting.

SEC. 4. The president shall preserve order and decorum; he may speak to points of order, in preference to members of the board, and shall decide questions of order, subject to appeal, as is usual.

SEC. 5. When any member is about to speak, he shall rise from his seat and address the president, and confine himself to the matter he introduces, or which is before the board.

SEC. 6. When a motion or resolution is made, it shall be handed, if in writing, to the secretary, and by him re-read before it is debated; and every resolution shall be reduced to writing, if the chairman order it, or a member desire it.

SEC. 7. No new motion or proposition shall be admitted under color of amendment, as a substitute for the motion or resolution under debate; any member, however, may call for a division of the question when the sense admits of it.

SEC. 8. When a question is under debate, no motion or proposition shall be received, but to adjourn; to lie on the table; for the previous question; to postpone indefinitely; to postpone to a given day; to commit; to amend; which several motions shall take precedence in the same order as here arranged. Motions to adjourn shall always be in order, except when a member is speaking, and shall be put without debate.

SEC. 9. A motion for amendment, until decided, shall preclude further amendment of the main question.

SEC. 10. Motions and reports may be committed at the pleasure of the board.

SEC. 11. All questions shall be propounded in the order in which they are moved; and, in filling blanks, the largest sum and the longest time shall be put first; reconsiderations of questions can only be had at a first subsequent meeting.

SEC. 12. The yeas and nays shall be entered on the minutes, at the call of any two members.

SEC. 13. The board may resolve itself into a committee of the whole at any time, when amendments made shall not be entered upon the journal without they are carried in the board; and, when in committee, the president shall leave the chair and appoint a chairman.

SEC. 14. Any standing rule of the board may be suspended for the time being, on a motion passed by a majority of two-thirds of the whole board.

SEC. 15. No money shall be drawn from the treasury, except by concurrence of a majority of all the members elect, and then the question shall be decided by yeas and nays.

SEC. 16. No appropriations shall be made in advance, and the actuary shall present all bills to the board, to be audited and allowed before payment of the same; provided, however, that the Board may, by a standing order adopted as prescribed in the preceding section, authorize the monthly payment of such salaries and ordinary current expenses as they may designate, when the bills therefor shall have been audited and approved by the committee of ways and means. Bills for freight and similar unavoidable expenses are excepted from these provisions.

SEC. 17. The President and Recording Secretary shall not issue any draft on the treasury unless for bills approved by the board, or by the committee of ways and means under a standing order of the board.

SEC. 18. The president shall have authority to enforce the rules and regulations of the library and to carry into full effect the orders of the board of direction. He may suspend any employe for cause, but shall report such action to the next meeting of the board, and where authorized by the by-laws, may remove or discharge an employe.

ARTICLE II.

COMMITTEES.

SECTION. 1. At the first meeting after the election of the board, or as soon thereafter as may be, the president shall appoint the standing committees of the board. They

shall be as follows, and consist of three members each, except the committee on books and donations, which shall consist of five, viz. :—

First. Committee of ways and means.

Second. Committee on library and reading room.

Third. Committee on books and donations.

Fourth. Committee on classes and lectures.

Fifth. Committee on building.

Each of which committees shall report monthly.

SEC. 2. It shall be the duty of the committee of ways and means to exercise supervision over the finances of the association and to report, from time to time, to the board of direction their recommendations as to the management of the same. They shall meet on or before the tenth day of each month and audit all current bills and accounts against the association, and if found correct and for purposes authorized by the board, shall order payment of same; they shall examine the accounts of the actuary and librarian and see that they are properly kept and that all subscriptions, fines, forfeitures, donations and other moneys, are duly collected and paid over to the treasurer; they shall examine the reports of the treasurer and certify to their correctness, and that the money is actually where it is claimed to be. They shall present to the board monthly, a detailed statement of the receipts and expenditures of the preceding month and report on the condition of the finances and their recommendations thereon. The books of the treasurer, librarian, and actuary shall, at all times, be open to inspection by the committee of ways and means.

SEC. 3. It shall be the duty of the committee on library and reading room to examine into the condition of the room, its cleanliness and order; and they shall have a general supervision of all the books therein; see that

they are properly classified, catalogued and arranged, and report to the board, on the state and condition of the same.

SEC. 4. It shall be the duty of the committee on books and donations to examine and report on suitable books for the library; to acquire by purchase; to solicit and accept donations of books and other articles applicable to the library and reading room; and to recommend from time to time (when the finances will warrant), the purchase of new works, and to take into consideration such matters as shall be referred to it by the board.

SEC. 5. It shall be the duty of the committee on classes and lectures to organize such classes and to provide such lectures as may be necessary to carry out any system of instruction which the board of direction may adopt, and for which they shall have made provision.

SEC. 6. It shall be the duty of the committee on building to exercise a general supervision over the condition and repair of the library building; to examine into all complaints of tenants or members as to the condition thereof, and endeavor to remedy same if found necessary; all their action, however, to be subject to the approval of the board. The actuary shall report to this committee, and, when necessary, act under their direction in matters relating to the building. The president of the association shall be *ex-officio* a member of this committee and chairman thereof.

ARTICLE III.

TREASURER.

SECTION 1. The Treasurer shall make monthly reports of the state and condition of the treasury, exhibiting, in detail, his receipts and payments, and the balance in the

treasury; if invested how; and he shall deposit all funds of the association in such depositories as the board of direction may designate. On resigning, or being suspended from office, he shall hand over to his successor all money or moneys, books, vouchers and other papers of the association, in his possession.

SEC. 2. The treasurer may be required by the board of direction to give bond with security for the faithful performance of his duty, and in an amount to be stipulated by them. His books shall be open at all times to examination by the president and committee of ways and means and any committee appointed by the board to examine same.

ARTICLE IV.

RECORDING SECRETARY.

SECTION 1. The recording secretary shall keep a faithful record of all the proceedings of the board of direction, together with the proceedings of the association. He shall sign all drafts on the treasurer for bills approved by the board, or by the committee of ways and means under standing orders of the board. He shall cause to be notified, in such manner as the board shall direct, all members of the board of its stated or special meetings, and publish a notice of the meetings of the association; and shall perform such other duties as may be enjoined on him by the board.

ARTICLE V.

CORRESPONDING SECRETARY.

SECTION 1. The corresponding secretary shall conduct the correspondence of the association, under the supervision of the board of direction, and shall keep a record of the same.

ARTICLE VI.

LIBRARIAN.

SECTION 1. The librarian shall be elected at a regular meeting, the approving vote of a majority of all the members of the board being necessary to an election. He shall hold his office during pleasure and may be removed by the vote of a majority of the board. His salary shall be such as shall be fixed by a majority of the whole board; the same shall be payable monthly, by draft on the treasury, in the usual form; and for moneys, books, and other property temporarily committed to his charge, he shall file with the president a legal bond, with one or more securities, approved by the board of direction, in the sum of two thousand dollars, which bond shall be increased or diminished at the pleasure of the board, and additional security ordered, if deemed necessary.

SEC. 2. The librarian shall have charge of the library, reading rooms, and offices of the association, and shall keep the same in a clean, wholesome, and attractive condition, and shall maintain good order and quietness therein at all times. He shall have charge of all the property of the association therein not expressly committed to the custody of the actuary, and he shall be responsible for its orderly arrangement, good condition, and safe-keeping.

SEC. 3. He shall have charge and direction of the receiving, classifying, cataloguing, and issuing of books and periodicals, and of the distribution and arrangement of papers and magazines in the reading-rooms, and shall conduct the same in such manner as will facilitate the

business of the library and minister to the comfort and convenience of its patrons.

SEC. 4. He shall see that the business of the library and reading room is properly conducted in all its details and that the rules and regulations thereof are complied with. He shall be responsible for the efficiency and courtesy of the force employed in the library, and to these ends shall have control over all employes, subject to the board of direction.

SEC. 5. He shall collect all fines and forfeitures at the desk when practicable and pay same over to the actuary at stated intervals, taking his receipt therefor, and shall report all fines and forfeitures, remaining one month unpaid, to the actuary for collection. In the absence of the actuary he shall receive subscriptions and donations, and make all collections usually made by the actuary, and shall pay the same over to the treasurer in the same manner as required of the actuary. On the first Monday in each month, he shall file with the committee of ways and means a full account of all moneys received by him and paid over to the actuary.

SEC. 6. The keys of the library and reading room shall be in his possession, and in case of his sickness or unavoidable detention from his duties, he must cause the president to be notified, without delay, and place the keys in his possession, and in this contingency, the president is authorized to appoint a temporary librarian.

SEC. 7. He shall be punctual in opening and shutting the reading room at the hours named in the rules, and these hours shall be exclusively devoted to the interests of the association, to the exclusion of all private business of his own.

SEC. 8. All powers and duties related to the administration of the business of the library, reading room and

offices, not expressly reserved to the actuary, shall belong to the office of librarian.

SEC. 9. The librarian shall consult with and be directed by the president and committees of the board.

ARTICLE VII.

ACTUARY.

SECTION 1. The actuary shall be appointed by the president, subject to the approval of the board, and, under the supervision of the president, shall have charge of the business department of the association; he shall at any time be subject to removal from office by the president or by the board of direction and in case of such removal the president shall appoint his successor, who, upon being confirmed by the board, shall hold the office subject to the same conditions as his predecessor.

SEC. 2. His salary shall be fixed by resolution of the board of direction, and shall be paid monthly by warrant in the usual form; and for the faithful custody of the money and other property committed to his care and keeping, he shall be required to file with the president a legal bond, with one or more securities, and in such sum as the board may direct. This bond shall be subject to the annual approval of the board, and may, at their pleasure, be increased or diminished.

SEC. 3. The actuary shall have an office in the library building, and all the books and accounts of the association, save the books properly appertaining to the cataloguing and issuing of books from the library, shall be entrusted to his care, and he shall be held accountable for the safe keeping of the same. It shall be his duty to correctly keep the books and accounts of the association, attend to the collection of rents, of members' subscrip-

tions and dues, and to have, under the direction of the committee on building, a general supervision of the library building; but nothing herein contained shall authorize any interference with the economy or discipline of the library, reading-room and offices, as to all which he shall be subject to the orders of the librarian. He shall keep a full and accurate list of all the members of the association, and collect promptly their subscriptions as they expire, and report immediately to the librarian the names of the members whose subscriptions he shall have collected; he shall also perform such other duties as may from time to time be devolved upon him by the president and the committees.

SEC. 4. It shall be the especial duty of the actuary to use his utmost diligence to increase the number of members and donations; and the names and classification of new members shall by him be immediately reported to the librarian to be entered on his register of members, and whenever the funds of the association in his temporary possession shall amount to one hundred dollars, or over, he shall deposit the same with the treasurer, taking duplicate receipts for the amount, one of which shall, on the first Tuesday of each month, be filed with the chairman of the committee of ways and means.

SEC. 5. The actuary shall furnish to the board, at each regular meeting, the names of all new members who may have subscribed, or proposed to subscribe as such; he shall also furnish the board at each regular meeting, a list of all members who have removed from the city, and all withdrawals of members, with the reasons assigned for such withdrawal.

SEC. 6. When a member of this association is in arrears for three months, it shall be the duty of the actuary to make a final demand upon him for the same,

and on his failure to comply therewith, to notify the board at their next regular meeting, that he may be stricken off the roll of members.

SEC. 7. The actuary shall be directly responsible to the president, and shall perform his several duties in such manner as may be prescribed by him. He shall, in no case, issue a certificate of membership, unless the same has been first countersigned by the president.

ARTICLE VIII.

JANITOR.

SECTION 1. The janitor shall be appointed by the president, subject to the approval of the board, and may be removed by the president or by the board of direction, in which case the president shall appoint his successor, subject to the approval of the board.

SEC. 2. The janitor shall have charge of the building and halls, and shall keep the same in cleanly condition and good order, and shall perform such other duties pertaining to the building and library as may be required of him by the librarian.

SEC. 3. The janitor shall be subordinate and subject to the control and direction of the librarian, whose duty it shall be to see that the janitor shall perform the duties of his office, and report to the president any and all failures in the performance of said duties.

ARTICLE IX.

ENGINEER.

SECTION 1. The engineer shall be appointed by the president, subject to the approval of the board. The president or board of direction may remove him at any

time, and, in case of such removal, the president shall appoint his successor, subject to the approval of the board. His wages shall be fixed by the day, week or month.

SEC. 2. The engineer shall have charge of the boiler and engine rooms, and of all boilers, engines, steam fittings, elevators, and electric plant and fittings, in the building, subject to instructions from the actuary and committee on building, and shall keep the same in good working order and repair, and shall maintain a proper standard of heat, light and power for all purposes required by the board.

SEC. 3. He shall make requisition on the actuary for all necessary supplies, and the actuary shall purchase same or direct them to be purchased. The engineer shall in no case give any order for, nor make any purchase of, supplies or merchandise, nor order or contract for any repairs, for account of the association, nor hire labor, except as above directed. In the absence of the actuary, the committee on building shall order supplies. Violation of this rule will be considered ground for discharge from the employment of the board.

ARTICLE X.

MISCELLANEOUS.

SECTION 1. All deeds, leases, bonds, contracts, and other valuable papers, shall be deposited in the hands of the president of the association; which, in the event of his resignation or death, shall be placed in the hands of the vice-president, who, on the new president coming into office, shall deposit them with him.

SEC. 2. All bonds for securing the fidelity of officers or employes shall be subject to annual examination and

approval by the incoming board and may be increased or diminished at the pleasure of the board, and additional security may be ordered by the board at any time, if deemed necessary.

SEC. 3. All elections or appointments, made by the board of direction, shall be by ballot.

SEC. 4. The fiscal year of the association shall commence on the first of January, and end on the thirty-first of December.

SEC. 5. The By-Laws of this association shall only be amended at a regular meeting of the board, notice of such amendment having been proposed, in writing, at the previous regular meeting, and shall only be enacted by a majority of all the members elect voting for them.

BY-LAWS AND REGULATIONS
OF THE
LIBRARY AND READING ROOM.

ARTICLE 1. THE LIBRARY AND READING ROOM shall be open every day throughout the year excepting Sundays, the Fourth of July, Christmas and New Year, Thanksgiving Day and such other days as the board may direct. The hours during which the rooms shall be kept open for the public shall be: from October 1st to June 1st, from 10 o'clock a. m. till 9 o'clock p. m. ; and from June 1st to October 1st, from 9 o'clock a. m. to 7 o'clock p. m.

ART. 2. The librarian shall keep a full and accurate catalogue of all books, magazines, maps, charts and papers belonging to the association, and arrange them in proper order ; he shall keep a duplicate of the same, which shall at all times be open to the inspection of members ; he shall make a record of all books presented to the association, in a book provided for that purpose, with the names of the donors.

ART. 3. He shall register, in a book prepared for that purpose, and to be kept in the library room, the name of each member of this association ; and shall in no case deliver a book to any member, until the name of such member shall have been so registered.

ART. 4. He shall enter, in a book to be kept for the purpose, the number of every volume delivered by him ;

the name of the person to whom delivered; the time of taking and returning the same, together with the fines or forfeitures arising from every default.

ART. 5. He shall collect all fines and forfeitures incurred by the members, and account for the same to the actuary at the close of each month, or oftener, if required by the board of direction, and such accounts for fines and forfeitures as he cannot succeed in collecting within one month from the time same shall be due, he shall hand over to the actuary for collection.

ART. 6. He shall replace the books in proper order upon the shelves, as soon as may be after they are returned, having first examined them with care, and ascertained whether they have been injured or defaced.

ART. 7. At the beginning of each month the librarian shall ascertain, by an examination of the issue cards, what books, if any, are being kept out beyond time, and shall notify the members detaining same. Valuable books shall be sent for, the members detaining them beyond the time allotted, to be charged with all expenses incurred therefor.

ART. 8. He shall deliver to any member applying personally or to his *written order*, one volume, if it be a folio or quarto; and one book or set (not exceeding three volumes), if an octavo, duodecimo, or volume of less size. He may loan to members additional books, not exceeding three volumes, such members being required to pay ten cents for each two weeks, or fractional part thereof for each volume.

ART. 9. Every member may detain each book or set of three volumes delivered as aforesaid, two weeks. No book shall be reserved by the librarian for any member.

ART. 10. Any member who shall detain a book or set

longer than the time above limited, shall forfeit and pay to the librarian, for every day a volume is so detained, two cents; *provided, always*, if a whole set be taken out and a part of it be detained longer than the time above limited, the fine shall be exacted for each volume not returned.

ART. 11. If any member lose or injure a book, he shall pay the full published price of same to the librarian within one month from the date of such loss or injury; and if the book lost or injured be one of a set, he shall pay to the librarian, the full published price of said set, and may thereupon receive the remaining volumes as his property. All such forfeitures to be paid over to the actuary; *provided*, that members losing or injuring books or sets, as above, may, within one month from date of such loss or injury, replace the books or sets by copies of the same editions of the same books or sets. After one month, only the money value of such books or sets, as above, will be received.

ART. 12. No member shall be permitted to receive a book from the library until he shall have paid all sums due from him to the association, and made good all damages and losses which he may have occasioned.

ART. 13. Books of reference and rare or specially valuable books shall not be taken from the library except by special permission of the librarian; *provided, however*, that encyclopedias, cyclopedias, dictionaries, atlases, and books specially reserved by the board of direction, shall in no case be taken from the library rooms.

ART. 14. Any member wishing to withdraw from the association must inform the actuary of it; see that his resignation is registered, and pay up his dues and fees; else he will be considered as continuing a member, and charged accordingly, unless otherwise ordered by the board of direction.

ART. 15. Any member of this association who shall neglect to comply with any of the rules of the same, shall be notified by the librarian or a committee of the board of his neglect; and should he then refuse to comply with any of the said rules, regulations, or by-laws, he shall be declared to have forfeited his membership, and deprived of all the benefits thereof.

ART. 16. No newspaper, pamphlet or periodical shall be taken from the reading room.

ART. 17. The rules and regulations of the library and reading room and such by-laws as relate to the privileges and duties of members and to penalties, shall be printed in conspicuous type and hung in convenient places in the library and reading room.

REGULATIONS OF THE READING ROOM.

ARTICLE 1. Smoking in the library or reading room is prohibited.

ART. 2. No member shall be permitted to remain in the library or reading room with his hat on, or without his coat, or place his feet on the tables, chairs, benches or other furniture.

ART. 3. No conversation shall be allowed in the reading room, otherwise than in a whisper.

ART. 4. No member shall be allowed the privilege of the reading room, unless all dues and forfeitures incurred are liquidated.

ART. 5. None but members shall be allowed the privilege of the reading room, unless introduced by a member of the association.

ART. 6. Any member may have the privilege of introducing a friend, not a resident of the city, whose name shall be registered by the librarian, in a book provided for that purpose, and who will receive a ticket of admission to the reading room for the term of four weeks.

ART. 7. Any member who shall mutilate the periodicals or papers placed in the reading room, or remove them therefrom, shall be liable to a fine equal to four times the cost thereof, or to forfeiture of membership at the discretion of the board of direction.

ART. 8. Readers may consult within the library rooms any number of volumes, the same being registered when furnished them and cancelled when returned by them.

ART. 9. The librarian and his assistants have full power and authority, and it is made their duty, to enforce strict observance of the rules and regulations of the library and reading room.



ST. LOUIS MERCANTILE LIBRARY

Southwest Cor. Broadway and Locust Street.

TERMS OF MEMBERSHIP.

ANY PERSON engaged in mercantile pursuits, as a PROPRIETOR, may become an ACTIVE MEMBER by paying an initiation fee of Five Dollars, and an annual subscription, payable in advance, of Five Dollars.

ANY PERSON similarly engaged, as a CLERK, may become an ACTIVE MEMBER by paying an initiation fee of Two Dollars, and an annual subscription of Three Dollars.

ANY PERSON not engaged in mercantile pursuits, including ladies, students, and others, may become BENEFICIARY MEMBERS by paying Five Dollars annually in advance.

LIFE MEMBERSHIP, Fifty Dollars.

PERPETUAL MEMBERSHIP, One Hundred Dollars.

THE LIBRARY

Now contains SEVENTY-THREE THOUSAND VOLUMES, to which new works of general interest are added promptly, and in numbers proportionate to the demand.

THE READING-ROOM

Is regularly supplied with the principal newspapers and magazines, domestic and foreign. The library and reading-room are open from 9 A. M. to 7 P. M. from *June 1st to October 1st*, and from 10 A. M. to 9 P. M. from *October 1st to June 1st*.

U.C. BERKELEY LIBRARY



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